

# Internal Operating POLICY

Number: AP-3

**Section:** Office of the Controller

**Subject:** Control Group Entry

Approved By: DENR Secretary

Eff. Date: July 7, 1995 Revised: February 1, 2013

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# **Policy**

The policy of the DENR Controller's Office is to have all invoices, including backup documentation, batched together in a Control Group prior to entry into NCAS to ensure that all Department financial transactions are processed in accordance with rules and regulations established by the Office of the State Controller, Office of State Budget and Management, federal regulations, North Carolina General Statutes, the Department of Environment and Natural Resources, and sound accounting principles.



# Operating PROCEDURES

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The procedures for Control Group Entry into NCAS are detailed in the following Table of Contents.

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## **Receiving and Categorizing Documents**

The first step in the payment cycle is batching documents. This process includes:

- 1) Receiving documents
- 2) Categorizing documents
- 3) Batching documents into groups

Document entry is easier if documents are categorized according to type within paying entity. The types are as follows:

- a) A **direct invoice** is an invoice that does not require a purchase order (e.g. utility and phone bills).
- b) A **matching invoice** indicates that a purchase order was issued prior to the purchase (e.g. office supply invoices). The invoice is matched to the purchase order on a line-by-line basis.
- c) An **employee advance** is a form that an employee fills out in anticipation of travel expenses.
- d) An **employee expense** reimbursement is a form that an employee completes after he/she has incurred a business-related expense.

In the old Departmental Accounting System (DAS) environment, some agencies waited until the invoice was due to enter it. In the North Carolina Accounting System (NCAS) environment, however, you need to enter all invoices into the system as soon as possible, including credit invoices.

Batches should consist of no more than 30 documents.

### **Control Groups**

Once invoices have been batched appropriately, a **control group number** must be assigned. A **control group number** is assigned to identify each control group. A range of control numbers is assigned to each AP clerk. Control numbers *cannot* be repeated on the same day. The sequence of control numbers is assigned to each AP clerk by the Controller's Office, Financial Systems Section.

Each AP clerk should keep a log of their control groups. A log will help you track the control groups that you have entered on the North Carolina Accounting System.

A Control Group Header Sheet is then completed for each control group. This **Control Group Header sheet** identifies:

- Control date
- Control number
- The paying entity
- Your operator initials
- Entry method (document type)
- Date entered
- The control group total

The Control Group number, along with the control date, creates a unique identifier for the batch of invoices to facilitate finding invoices after they are entered into NCAS.

## **Completing a Control Group Header Sheet**

The following is a step-by-step instruction on completing the Control Group Header sheet. The sheet should be reproduced using *white* paper. (See sample form on page 11.)

#### A. Control Date

- -The Control Date is the date the control group is created- all invoices have been approved, audited and are ready for processing.
- -All documents in a group will have the same approval date.

#### **B.** Control Number

- -Enter the number assigned to the group to be entered.
- -Each AP clerk has a specifically assigned group of Control Numbers to use for their batches of work.

#### 1. Pay Entity

- a. Type the correct Pay Entity for the payments in the control group.
- b. There is only one Pay Entity per batch.
- c. DENR has 4 Pay Entities:

16PT = Trade Vendors

16PN = Non-Trade Vendors

16PE = Employees

16PC = Contractual Vendors

#### 2. Application Area (your operator initials)

a. Enter the 2 initials for the AP clerk's first and last name (for example, Queen Mary would be QM).

# 3. Entry Method

- a. Enter the method of payment for the batch of work.
- b. There are 3 types of entry:

D = Direct

M = Matching

E = Employee

c. If the field is left blank, the system will default to "D".

#### 4. Date Entered

a. The date batch was created in NCAS).

#### 5. Control Amount (per tape)

- a. As you enter your invoice amount(s) on the Control Group Header sheet, the form will calculate the total invoice amount and indicate the amount on the header sheet.
- b. For scanning purposes, this computer-generated total will act as your "calculator" tape total.

#### 6. Amount Entered (per System)

- a. When entering invoices into NCAS, the system tabulates the entries.
- b. The amount to be entered into this field will be indicated on the CES screen prior to balancing the batch.
- c. The Control Amount and the Gross Document Amount in NCAS should be the same.

#### 7. Difference

- a. The Control Group Header Sheet will automatically calculate any difference between the Control Amount and Amount Entered.
- b. There should be <u>no</u> difference between the Amount Entered (per NCAS system) and the Control Amount (per form).

#### 8. Number of Documents

- a. The number of documents is the number of invoices entered for this batch of work.
- b. As you enter your invoice amounts into the Control Group Header Sheet, the CGHS form will tabulate the total of invoices and indicate the number on the header sheet in this field.
- c. This number should match the total number of documents (NBR of Docs) on the CES screen in NCAS.
- d. When you are ready to balance and close your batch, make a screen print of the CES screen and include it in your control group to verify that your document totals match.

## **Additional Control Group Header Sheet Fields**

#### 9. Comments

- a. Enter any additional comments for an invoice here, when necessary.
- b. If any adjustments are made to an invoice (such as deducting sales taxes charged in error), you must note that in this field.

#### 10. Invoice Number

a. If you are adjusting the amount of the original invoice, type the invoice number in this field.

#### 11. Amount Adjusted

a. List only the amount adjusted. (i.e. the amount deducted from the original invoice total)

#### 12. Control Amount

a. Enter the total amount of each invoice being paid.

#### **Note: Number of Pages to be Scanned**

Count the total number of pages in the batch and enter it here. This will be used to confirm that all pages were processed through the scanner when scanning the batch into Documentum.

Put a check mark in the box when the scanned batch has been audited and verified.

When batches have been scanned and verified, place an "s" in the upper right-hand corner of the CGHS to signify that the batch is ready to be filed.

# **Control Group Entry**

Entering control groups is the first step in the payment process. The Control Group Header must be completed on the **Control Document Entry (CDE)** screen before documents can be entered into NCAS for payment.

Make sure you have audited the documents in the Control Group and verified the vendor information (vendor number, group number, remit to address) and accounting data <u>prior</u> to beginning the entry process.

After accessing the Accounts Payable module (.AP), type **CDE** in the **NEXT FUNCTION** field and press **ENTER** to access the **Control Document Entry** (**CDE**) screen.

The screen will appear as follows:

#### 1. Type your pay entity in the PAY ENTITY field.

OCP AP	CONTROL DOCU	CDE	
200 - ENTER CONTROL GR	OUP INFORMATION		
NEXT FUNCTION:	ACTION:		07/01/2010 09:53:42
REQUEST:			
=======================================	:=========	=======================================	==========
PAY ENTITY :	CONTROL NUMBER	: CNTL AMT :	
CNTL DATE :			
GL EFF DATE :	CURRENCY CODE	: DIFFERENCE :	
HANDLING CD:	ENTRY METHOD	:_ NBR DOC'S :	
======= OP	TIONAL AMOUNTS AND	DEFAULTS =======	=======================================
DOCUMENT MODEL NBR			
FREIGHT AMOUNT	:	FREIGHT INDICATOR	:
DISCOUNT AMOUNT	:	_ DISCOUNT INDICATOR	:
SALES TAX/VAT AMT	:	SALES TAX/VAT IND	:
SALES TAX 2 AMT	:	SALES TAX 2 IND	:
SALES TAX 3 AMT	:		:
OPTIONAL AMOUNT	•	_ VARIANCE INDICATOR	:
ADDITIONAL COST AMT	:	_ ADDITIONAL COST IND	:
EXPENSE INDICATOR	:	PAYABLES INDICATOR	:
INTERCOMPANY PAY IND	:	INTERCOMPANY REC IN	ND :
BANK ACCT PYMT IND	:	PAYMENT ROUTING CO	DDE :
SIGNATURE APPROVAL	:	PROVISIONAL ACCT IND	O :
REASON CODE/DESC	·	VAT INCLUSIVE	:_

Note: DENR users will always use 16 in the first two fields and either PT, PN, PE, or PC for the last two fields when entering their PAY ENTITY. For example, 16PE is for *DENR employees*.

- **2.** Type the **control group number** in the **CONTROL NUMBER** field from your Control Group Header Sheet.
- 3. Type the **control group total amount** in the **CNTL AMT** field from your Control Group Header Sheet.
- 4. Type the **control group date** in the **CNTL DATE** field from your Control Group Header Sheet.
- 5. Type your first and last initials in the APPL AREA field.
- **6.** Type a valid **entry method** in the **ENTRY METHOD** field.

Note: The following are valid entry types:

**D** = Direct Entry**M** = Matching

**E** = Employee Reimbursement Entry

7. Press **ENTER** to process the control header information and to access the screen associated with the entry method. The following screens apply:

**D** = Will access the *Invoice Worksheet 1 (IWS-1T)* screen

**M** = Will access the *Invoice Matching (IMP)* screen

**E** = Will access the *Employee Worksheet 1 (EWS-1T)* screen

Once the documents have been audited and batched, the AP clerk can enter the documents into the system for payment. When all the documents in a control group have been processed, the Control Group Header sheet is attached to the control group along with a copy of the CES screen (from NCAS) to show that the amounts and number of invoices match. The Control Group should be scanned into Documentum using the appropriate indexes - Control Date and Control Group Number. Control Groups are filed by control date. The specific control number should be filed in numerical sequence within the control date.

# **Sample Control Group Header Sheet**

(21) CONTROL DATE		(	<u> </u>	
ACCOUN	TS PAYABLE	CONTROL O	GROUP HEAD	<u>)ER</u>
(1) PAY ENTITY:		(5) CONTROL AMO (per tape)	UNT:	\$0.00
(2) APPL AREA:		(6) AMOUNT ENTEI (per system)	RED:	
(3) ENTRY METHOD:		(7) DIFFERENCE:		\$0.00
(4) DATE ENTERED:		(8) NUMBER DOCUMENTS:		0
(9) COMMENTS CONCERNING ADJU	STMENTS: (10) INV	OICE NUMBER (11) AM	MOUNT ADJUSTED	(12) CONTROL AMOUNT
	TOTAL O	F ADJUSTMENTS	\$0.00	\$0.00
	Number of Pages	to be Scanned:		
DENR OC08	- :		<u> </u>	rev. 4-28-10